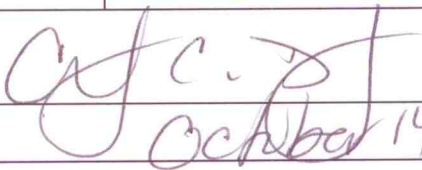


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| | <div>RELATED ACA STANDARDS: 2-CO-1C-01</div> | |
| <div>CHAPTER: 8 ADMINISTRATION</div> | <div>SUBJECT: Department Uniforms/Dress Code</div> | |
| <div>APPROVED BY THE COMMISSIONER:</div> | <div> October 14, 2009</div> | |
| <div>EFFECTIVE DATE:</div> | | |
| <div>APPROVED FOR PUBLIC RELEASE</div> | | |

I. AUTHORITY: 11 Del. C. 6517, 6556, 29 Del. C. 8903

II. PURPOSE To establish a dress code for Department of Correction employees

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department

IV. DEFINITIONS:

A. **Uniformed personnel** – All sworn officers within the Department of Correction with the exception of Probation and Parole Officers.

B. **Non-uniformed personnel** - Sworn Officers who are not required to wear a uniform and all other Department Employees.

C. **Business attire** - Refers to traditional business attire and casual business attire such as suits, dress pants, khaki-style pants, modest skirts, skorts, collared shirts, blouses, sweaters, and Department logo apparel. Denim, regardless of the color or type of clothing, is not considered business attire.

D. **Casual Attire** - Refers to clothing that is more relaxed than business attire and includes jeans and denim. Casual attire does not include athletic apparel (sweatpants, jogging suits, sneakers, etc.) T-shirts or shorts.

E. **Inappropriate Attire** - Refers to any clothing in bad repair, has offensive pictures or words, poses a risk to safety or security, is see-through or is otherwise revealing due to garment cut or fit.

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V. POLICY: It is the policy of the Department of Correction that all personnel dress in a manner that will promote their safety and project a professional appearance. Employees are always representatives of the Department to the public and clients. Professional judgment and safety standards should be exercised in choosing appropriate attire for the workplace. Clothing must be neat, clean and professional in appearance.

The Office of the Commissioner is responsible for defining the designated uniforms and establishing procedures for ordering, maintaining, wearing, inspecting, and issuing uniforms. Any such changes to these procedures must be authorized by that office.

Uniforms for specialized units (i.e. Maintenance, Food Service, Correctional Emergency Response Team, Community Corrections, and Escape Recovery Team) will be consistent statewide according to bureau policy.

Non-Uniform Employees will adhere to bureau policy in regards to casual and business attire.

VI. PROCEDURES: The following are general procedures the Central Administration Building and for the ordering, maintenance, replacement, wearing, inspection and initial issue of uniforms. These procedures will be included in each Bureau policy manual.

A. DRESS CODE FOR EMPLOYEES OF THE CENTRAL ADMINISTRATION BLDG

- 1) Business attire is to be worn during the Monday-Thursday work period and casual dress day attire may be worn on Fridays or other designated workdays as provided in this policy. Personnel representing the Department outside of the office are expected to dress in business attire.
- 2) A casual dress day will be made available to staff every Friday or on the last workday of the week preceding a State Holiday. There is no substitution for personnel who miss a casual dress day regardless of the reason. Please note that this day has been designated casual dress day as opposed to dress day to emphasize that casual attire does not mean an individual can dress in an unprofessional, sloppy or inappropriate manner.
- 3) Employees requiring medical exemption to this policy must provide documentation of need from a medical professional to their immediate supervisor.

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- 4) There will be times that sections of the Central Administration Building will be doing assignments or activities that require them to wear certain clothing to complete the task. Employees assigned to temporary projects that include cleaning, moving files or other types of manual labor are authorized to wear attire approved by the supervisor and only for the duration of the temporary project.
- 5) Employees utilizing the gymnasium during the work day, either on their own time or as part of their official duties, may wear sneakers, t-shirts, sweatpants, shorts, or sweat pants while utilizing the gym, but must change immediately upon return to the office.
- 6) Supervisors are responsible for enforcing this policy. Violators will be sent home immediately to dress appropriately. Vacation time or leave without pay will be charged for the duration of the absence. Recurring violations may result in disciplinary action.

B. ORDERING

- 1) The initial order of uniforms will be during the correctional officer initial training period. Uniforms will be issued upon graduation from the Employee Development Center.
- 2) Each officer will be required to sign a receipt for items of uniform issued. The officer will be held responsible for these uniform items.
- 3) If the officer has not received his/her uniforms in its entirety, it will be the assigned institution's responsibility to secure missing items.
- 4) Specialized uniforms will be supplied by their institutions.

C. UNIFORM MAINTENANCE

Uniforms will be cleaned and maintained as follows.

One jacket and two trousers or three pairs of trousers are authorized to be cleaned per week.

One winter coat or parka may be cleaned per year.

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Shirts will be washed, cleaned and pressed, prior to reporting for duty. At the employee's expense, shirts may be taken to the cleaners.

Should a shirt be stained (that will not come clean), it is to be replaced prior to scheduled replacement date.

D. REPLACEMENT

Replacement uniform parts will be on the following schedule, unless the uniform parts become damaged, or otherwise become unserviceable.

Annual: Shoes, Boots, and Shirts (Long/Short Sleeve)

Bi-Annual: Trousers, Shirts, Belts, Ties, and Jackets/Coats

Badges, name tags, and insignia will be replaced only if lost, broken, or otherwise unserviceable. A report must accompany the request for replacement detailing the reason for the replacement.

Uniform and non-uniform personnel who are authorized state issued clothing must fill out the clothing request form. Clothing request forms are available at all institutions.

All replacement uniform parts will be turned in prior to new items being issued. Uniforms that are deemed unserviceable will be turned in to the institution for proper disposal. The institution will assign a staff member to assure that the uniform part is no longer serviceable and remove the Department patch from the item along with any serviceable parts, such as buttons. After the uniform has been stripped of any serviceable items, it may be turned over to a charitable organization. A receipt from the organization must be obtained. Uniform parts will not be sold.

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E. WEARING

All uniformed personnel, in the rank of Captain and below, will report for duty in the proper uniform established by their respective Bureau.

The schedule for summer uniform (short sleeves) wear is May 1 – September 30.

The schedule for winter uniform (long sleeves and tie) wear is October 1 - April 30.

The wardens may authorize a deviation from the summer/winter schedule for 30 days before or after the scheduled seasonal dates.

All uniformed personnel are required to report to work in a complete uniform. Uniforms are authorized to be worn to and from work. Uniformed officers shall not wear their uniform unless acting in an official capacity for the Department of Correction or otherwise authorized. In no case will an employee in uniform purchase or consume alcohol in a public establishment.

Uniformed personnel are not permitted to wear any visible body piercings or earrings while on duty or in uniform.

Hair that extends below the shirt collar is not authorized; side burns will not extend beyond the bottom opening of the ear. Mustaches and beards will be neatly trimmed at all times. Hair styles will not hinder the wearing of the Department of Correction head gear. Inappropriate and unprofessional hair color or styles will not be authorized.

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Only department authorized shoes will be worn while on duty. Employees may wear appropriate personal winter boots if warranted by weather conditions. Athletic shoes are not authorized. If the employee has a medical problem with the department foot wear, they must get approval from a medical physician and place said document in their personnel file. Should an employee need special shoes, they must be a plain toe, black in color.

The Department of Correction is authorized to reimburse certain employees for the specialized footwear. Amounts that exceed the authorized allowance will be the responsibility of the employee.

All authorized headgear will be worn “squared away” (a dignified manner, level on the head with the bill parallel to the ground). Attempts to wear hats tilted or in any other manner personalized are improper.

Ball caps and knit watch caps will be black in color with 2 inch lettering in gold. Hats may have the initials DOC or respective institution on the brow.

Ties will be worn during the winter months or when jacket/long sleeve shirts are required. When worn, ties must be properly clipped and the collar buttoned.
There will be no exceptions.

If an undershirt is worn, it will be white or black and solid in color.

E. Insignia

Only authorized insignia will be worn on uniform.

1. Badges

Badges will be worn on the left breast above the pocket when in uniform. Belt badges will be worn on the employee’s firearm side.

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a. All sworn officers in non-supervisory positions within the Department of Correction: badges will be silver in color with the state seal in the center of the badge. The badge identifies the carrier as an employee of the State of Delaware and their appropriate job title.

b. All sworn officers in supervisory position within the Department Of Correction: badges will be gold in color with the state seal in the center of the badge. The badge identifies the carrier as a supervisory employee of the State of Delaware and their appropriate job title.

2. Rank Insignia

a. Rank insignia will be issued in sets of three to be worn on the shirt, coat and jacket.

b. The insignia will be worn on the shirt, coat and jacket and will be attached one eighth (1/8) inch from the outside shoulder seam, on the epaulet.

c. The following insignia will indicate rank:

Corporal: Two (2) gold chevron/stripes with blue background will be sewn on the sleeve and two silver chevrons for shirt and jacket collar. Chevrons will be sewn on a quarter of an inch below the State patch.

Sergeant: Three (3) gold chevron/stripes with blue background will be sewn on the sleeve and three silver chevrons for shirt and jacket collar. Chevrons will be sewn on a quarter of an inch below the State patch.

Trainer Educator I- Silver Bar with 1 Black square in center

Maintenance Foreman/Food Service Specialist Supervisor/Lieutenant: 1 gold bar

Trainer Educator II/Staff Lieutenant: 1 silver bar

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Trainer Educator III/ Food Service Director/Maintenance Superintendant I/ Food Service Director/Maintenance Superintendant II/Captain: Double gold bar

Security Superintendent (Major): Gold leaf

Deputy Warden (Lieutenant Colonel): Silver oak leaf

Warden (Colonel): Gold eagles

3. Patches

a. The Departmental patch will be worn on the left sleeve of the shirt, jacket and coat. Unit patches may be authorized by the institution for special units and may be worn on the right sleeve of the uniform. Patches will be worn center one half (1/2) inch down from the shoulder seam.

b. Probation and Parole will wear the Departmental patch on the left coat sleeve.

4. Name Tags/Identification Cards

a. Issued name tags will be blue in color with white trim worn on the right jacket/shirt above the pocket. Employees have the option to purchase at their own expense name tags. However, they must be either silver/Gold in color with black lettering based on badge color.

b. Department of Correction Identification Card will be worn on the left breast pocket with the picture facing out; otherwise it will be carried on an employee's person.

5. Department, Institution and Bureau Commendation/Awards

a. Commendations/Award pins will be worn above the left pocket of the uniform.

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b. Marksmanship awards will be worn below the name plate on the right pocket.
(Only Department issued awards).

c. State Service Pins will be worn below the name plate on the right pocket.

6. Optional Wear:

a. Institutional insignia will be worn on the shirt/jacket collar for Correctional Officers at their own expense.

G. INSPECTION

The correctional supervisor will be responsible for inspecting the uniformed staff as they come on duty. The supervisor is responsible for general appearance and compliance with the dress code of all uniformed personnel on duty under his/her supervision.

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CORRECTIONAL OFFICER: For all correctional officers, the initial issue will consist of the following:

| <u>ITEMS</u> | <u>AMOUNT</u> |
|---------------------|---------------|
| Trousers | 5 ea. |
| Jacket | 2 ea. |
| Shirt, Long Sleeve | 5 ea. |
| Shirt, Short Sleeve | 5 ea. |
| Winter Coat | 1 ea. |
| Belt All leather | 2 ea. |
| Tie Navy blue | 2 ea. |
| Shoes/Boots - Duty | 1 ea. |
| Badge | 3 ea. |
| Name Tag | 2 ea. |

Food Service Specialist, Maintenance Mechanics and other CO/ positions will receive position specific uniforms from the assigned budget unit.

CORRECTIONAL SUPERVISOR: The correctional supervisor's initial uniform issue will consist of the following:

| <u>ITEMS</u> | <u>AMOUNT</u> |
|--|---------------|
| Trousers | 5 ea. |
| Jacket | 2 ea. |
| Winter Coat | 1 ea. |
| Shirt, Long Sleeve | 5 ea. |
| Shirt, Short Sleeve | 5 ea. |
| Belt All leather | 2 ea. |
| Ties Navy blue | 2 ea. |
| Shoes/Boots -- Duty | 2 ea. |
| Badge | 3 ea. |
| Name Tag | 2 ea. |
| Insignia large (TE, LTS, S/LT, CPT, MAJ) | 2 ea. |
| Insignia small (TE, LTS, S/LT, CPT, MAJ) | 2 ea. |

The following are specifics regarding the correctional supervisor's uniform:

TROUSERS: Will have a one (1) inch gold stripe and run vertically the entire length of the outside trouser seam.

JACKET BUTTONS: Gold in color.

JACKET SLEEVE: Will have a gold stripe to indicate the individual rank.

LIEUTENANT: Will have one half (1/2) inch gold stripe, two (2) inches from the end of the sleeve.

STAFF LIEUTENANT: Will have a one half (1/2) inch and a three eighths (3/8) inch gold stripe. Spacing will be one half (1/2) inch between stripes, *two* (2) inches from the end of the sleeve.

CAPTAIN: Will have two (2) one half (1/2) inch gold stripes spacing will be one half (1/2) inch between stripes and will be two (2) inches from the end of sleeve.

SECURITY SUPERINTENANT: Will have two (2) one half (1/2) inch gold stripes with one (1) three eighths (3/8) inch gold stripe in the center. Spacing will be one half (1/2) inch between the stripes and two (2) inches from the end of the sleeve. (OPTIONAL Wear)

DEPUTY WARDEN: Will have three (3) one half (1/2) inch gold stripes. Spacing will be one half (1/2) between stripes and will be two (2) inches from the end of the sleeve. (OPTIONAL Wear)

WARDEN: Will have four (4) one half (1/2) inch gold stripes. Spacing will be one (1/2) inch between stripes and will be two (2) inches from the end of the sleeve. (OPTIONAL Wear)

Duty uniforms required by specialized units will be provided by their institutional assignment. Special Unit wear will be consistent statewide and determined by bureau.